

Book	Administrative Guideline Manual
Section	7000 Property
Title	USE OF CORPORATION FACILITIES
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Legal	
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7510A - **USE OF CORPORATION FACILITIES**

Applications

Any organization or individual desiring to use Corporation facilities shall complete an application and submit it to the Superintendent for approval.

- A. The Superintendent shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The Superintendent will approve all requests and send a photocopy of the request to the building administrator.
- C. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- D. The Corporation reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent **with or without due notice**. All approvals are to be granted with this understanding. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- E. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Corporation programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The Corporation reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited in the building. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time, nor shall any betting occur.
- E. Corporation-related organizations may be permitted to have raffles and similar forms of fundraising only when specifically authorized in advance by the Superintendent pursuant to Policy 9211 – Corporation Support Organizations and Policy 9700 –

Relations with Special Interest Groups.

- F. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- G. The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.
- H. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval from the building administrator.
- J. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.
- M. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- N. Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.
- O. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- P. The Corporation will not be responsible for any loss of valuables or personal property.
- Q. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.
- R. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.

Facility Use Charges

Non-School Affiliated Groups Facility	Hourly Rate	Community Use of School Facilities Utilities
Gym (Red, White, or Blue)	\$35.00	Lights HVAC
High School Swimming Pool	\$30.00	Lights HVAC Chemicals
High School Auditorium (Special lighting/sound may require additional costs)	\$35.00	Basic, House, and Stage Lights HVAC
School Cafeteria (no kitchen)	\$20.00	Lights HVAC
School Cafeteria w/kitchen	\$35.00	Lights Appliances HVAC
Baseball Field	\$35.00	Lights
Football Field	\$35.00	Lights
Softball Field	\$35.00	Lights
Tennis Courts	\$20.00	Lights
Soccer Field	\$35.00	Lights
Elementary Gym	\$30.00	Lights HVAC

Standard Classroom	\$20.00	Lights HVAC
Room with specialized equipment	\$25.00	Lights HVAC

Class C – Spencer County Organizations and Individuals (Service Clubs, Women’s Clubs, Adult Sports Programs, or other responsible organizations with fifty-one percent (51%) of their membership residents of Spencer County)

Fees include:

- A. Rates listed above.
- B. Personnel Costs – (First supervisor, head custodian, custodian, head cook, cook) All personnel costs will be paid at the present established time rate and time and one-half for over forty (40) hours (two (2) hours minimum pay required). Custodial costs may be waived if a building principal or designee accepts responsibility for building security during user activities. *Custodial fees approximately \$20.00/hr.
- C. Five percent (5%) of total income from fees, charges, or admissions.

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